| 横須賀基地空席広報 | | 広報番号: Announcement No. | NE-HPT-176-06(OUF) | | |
|--|--|----------------------------|--|--|--|
| | | #### | 1st Cut Off: 25 Nov 06 | | |
| VACANCY ANNOUNCEMENT | | 募集締切日: | 10 th and 25 th of each month until filled after the | | |
| | | Closing Date | 1 st cut off | | |
| ****** Open Until Filled ****** | | 発行日: | 3 Nov 06 | | |
| | | Date of Issue | 3 NOV 00 | | |
| 1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>N/A</u>) | 募集人数 | 4.募集範囲 Area of 0 | | | |
| | No. of | │ 図 現 MLC/IHA 従業 | | | |
| Sales Checker #241 | Recruitment | | mployee within Activity | | |
| (セールスチェッカー) | 1名 | 図 現 MLC/IHA 従美 | , | | |
| | | | mployee in commuting | | |
| □ 事務系 (Administrative) □ 技能系 (Blue Collar Trade) | | distance | | | |
| 2.部隊 Activity | □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide ☑ 外部 Off Base Applicant | | | | |
| Navy Exchange, Yokosuka | | | | | |
| Service Operations Department | | 5.雇用の種類 Type of Employment | | | |
| Auto Services Center, Negishi Location | S./E/IJV/1EXQ Type (| 31 Employment | | | |
| ■ 勤務場所 Working Place:横浜市根岸住宅地区 Negishi Housing Ar | ☐ IHA ⊠ HPT | | | | |
| 3.勤務時間 Work Schedule (週 32 時間制 hrww) | □ 常用 Permanent | <u>一</u> 時給 940 円 | | | |
| 勤務日 Work Days 4 days/week | □ 限定 Limited Term (ヵ月 Months) | | | | |
| 勤務時間 Work Hours 0815-1700/ 0945-1830/ 1130-2015 8 hours/d | | · — | | | |
| 休憩 Recess Period 45 minutes/day | | | | | |
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| 6.職務内容 Duties: Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, | | | | | |
| receives cash/check from customer and makes change. Receives a cash | | | | | |
| received during the day. Totals sales on tape and checks against cash on hand. Assists in the restocking of shelves and in the periodic | | | | | |
| inventories. Performs other related or incidental duties as assigned. | | | | | |
| 7.資格要件/身体条件 Qualification / Physical Requirements | | | | | |
| a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-years degree in any | | | | | |
| field. b. Knowledge of customer service concepts and practices. | | | | | |
| c. Ability to communicate effectively and courteously with all levels of personnel. | | | | | |
| d. Ability to operate a cash register, count cash and accurately make change. | | | | | |
| e. Ability to make mathematical computations and operate a 10 key calculator. | | | | | |
| f. Ability to speak, read and write English at elementary proficiency level. | | | | | |
| *A handicapped applicant may be accepted, depending on the degree and kind of disability. | | | | | |
| 英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A | | | | | |
| 学歴 Educational Background: N/A 免許証/修了証 Lic | ense/Certificate R | equired: N/A | | | |
| | | | 時 34 4 CD | | |
| 8.提出するもの Application and Associate | 職務状況 Working Condition | | | | |

| 8.提出するもの Application and Associated Documents | 職務状況 Working Condition |
|--|---------------------------|
| *☑ 空席応募用紙 Application for Vacancy Announcement | Works on holidays and |
| *□ 専門職務経歴書 Resume of Specialized Work Experience | irregular schedule. |
| *の記入は Complete * in □ 日本語で Japanese ⊠ 英語で English □ どちらでも Either | 休日出勤および |
| □ 運転免許証の写し Copy of Driver's License | 不規則勤務あり |
| □ 修了証/証明書の写し Copy of Certificate | |
| □ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) | |
| 図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm) | |
| 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.) | |
| □ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー | |
| For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy | |

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。募集締切日必着。(HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0 6 0 0 時より、深夜 0 1 0 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地,Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22

米海軍横須賀基地日本人雇用課 (N132)

COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152

JN Employment Division (N132)

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

₹238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

管理第一係

Management Section

電話番号 Phone 046-828-6959

受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment

10. 事務処理欄 For Official Use

| 10. 争伤处连侧 For Official Use | | | | |
|----------------------------|---|-----------------------------|--|--|
| 募集部隊担当者 Activity POC: | Akira Tominaga | 軍電 (DSN) 243-5149 | | |
| PD No.: NEX-NEL-001-PT | PD is accurate and current. Certified by Activity: tb | HRO: kw 9/7 ah 9/11 ah 11/2 | | |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

HPT-Hourly Pay Temporary (日本政府雇用·時給制臨時雇用従業員)

契約期間-1年を越えない期間 (その後更新の可能性あり)

交通費支給。勤務時間が週30時間以上の場合、社会保険の適用があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。